

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 16

May 29, 2013

**SUBJECT:** INSPECTION AND INVENTORY OF DEPARTMENT EQUIPMENT AND EMPLOYEE RECORD FORM - ESTABLISHED; INSPECTION AND INVENTORY OF ARMAMENT - DELETED; REPORTING/ INVESTIGATING LOSS, THEFT, DAMAGE OR DESTRUCTION OF HANDHELD RADIOS - REVISED; AND SEMI-ANNUAL EQUIPMENT REPORT, FORM 15.61.00 - RENAMED AND REVISED

**PURPOSE:** Inventory of equipment will now be conducted annually in January. The Semi-Annual Equipment Report, Form 15.61.00, is renamed Annual Equipment Report.

**PROCEDURE:** Attached are the revised Department Manual Sections pertaining to Department equipment with revisions indicated in italics. The Annual Equipment Report and applicable attachments should only be distributed to the entity handling the inventory of that equipment.

For January 2013, if the Semi-Annual Equipment Report has already been submitted, then the new form does not need to be completed until next year. Additionally, because the Employee Record Form, Form 01.38.00, is being revised, the review of those forms are not required for 2013.

**FORMS AVAILABILITY:** The Annual Equipment Report, Form 15.61.00, is available in E-Forms on the Department's Local Area Network. All other versions of the form shall be marked "obsolete" and placed in the divisional recycling bin. A copy of the form is attached for immediate use and duplication.

**AMENDMENTS:** This Order amends Section 3/579.20 and adds Section 3/516.90 to the Department Manual. Additionally this Order deletes section 3/572.40 from the Department Manual. The "Form Use" link for the Annual Equipment Report has been updated on the Department's Local Area Network, located in E-Forms.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Internal Audits and Inspections Division, will review this directive and determine whether an audit or inspection will be conducted in accordance with Department Manual Section 0/080.30.



CHARLIE BECK  
Chief of Police

Attachments

DISTRIBUTION "D"

**DEPARTMENT MANUAL**  
**VOLUME III**  
**Revised by Special Order No. 16, 2013**

**516.90 INSPECTION AND INVENTORY OF DEPARTMENT EQUIPMENT AND EMPLOYEE RECORD FORM.** *Commanding officers must report annually the quantity and type of assigned armament, radiological monitoring equipment, handheld radios and miscellaneous emergency equipment on hand.*

*An Annual Equipment Report, Form 15.61.00, will be submitted by January 31 of each year for the equipment/documents listed on the form, including a review of all Area/divisional Employee Record Form, Form 01.38.00.*

**DEPARTMENT MANUAL  
VOLUME III  
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**579.20 REPORTING/INVESTIGATING LOSS, THEFT, DAMAGE OR DESTRUCTION OF HANDHELD RADIOS.**

**Employee's Responsibility.** When an employee determines that a handheld radio or its related equipment (e.g., battery, battery charger, and shoulder microphone) has been stolen, lost, damaged or destroyed, he/she shall immediately report the incident to a supervisor, prepare an Employee's Report, Form 15.07.00, and if necessary, complete an Investigative Report (IR), Form 03.01.00. The Form 15.07.00 and any related report shall document the following:

- The equipment or handheld radio identification number(s);
- Date, time, and location of occurrence;
- Circumstances related to the theft, loss, damage or destruction; and,
- When appropriate, action(s) taken to locate handheld radio/equipment.

**Supervisor's Responsibility.** Upon notification or discovery of the loss, theft, damage, or destruction of a handheld radio or related equipment, the supervisor *will* conduct an investigation and ensure that the appropriate report(s) are completed. The supervisor *must* record his/her investigation on an appropriate supervisor's log (e.g., Sergeant's Daily Report, Form 15.48.00) and forward the log along with the original Form 15.07.00 and a copy of the accompanying report(s) to the commanding officer of the command assigned the handheld radio or the equipment.

**Commanding Officer's Responsibility.** When notified of the theft, loss, damage or destruction of a handheld radio or related equipment, the commanding officer *must* forward an Intradepartmental Correspondence, Form 15.02.00 and a copy of any related report(s) to his/her bureau commanding officer for review. The Form 15.02.00 *must* detail the circumstances of the incident and document the action to be taken, including the initiation of a personnel complaint, when appropriate. One copy of the Form 15.07.00 and related IR (if any) *must* be maintained with the handheld radio inventory documentation.

**Note:** The original Form 15.07.00 *will* be maintained by the initiating command.

Commanding officers of commands assigned handheld radios and equipment *must* maintain a current inventory record of that equipment. The handheld radios and related equipment *must* be *inventoried during January* of each year *using Form 15.61.00*. The results of that *inventory must* be forwarded via the chain of command to Information Technology Bureau (ITB).

**Bureau Commanding Officer's Responsibility.** Bureau commanding officers *will* review the results of the investigation and forward copies of the report(s) to Administrative Services Bureau (ASB) and ITB.

**Recovery of Lost or Stolen Equipment.** When equipment that has been reported stolen or lost is located, a Follow-Up Investigation Report, Form 03.14.00 *must* be completed. Copies of the Form 03.14.00 *must* be forwarded to the command assigned the equipment, that command's bureau commanding officer, ASB, and ITB.

DIVISION/AREA

Los Angeles Police Department  
**ANNUAL EQUIPMENT REPORT**

DATE

SHOTGUNS		RIFLES AND MACHINE GUNS		GAS CANISTERS		TOTAL
MAKE AND MODEL	SERIAL NUMBERS NUMERICAL ORDER	MAKE AND MODEL	SERIAL NUMBERS NUMERICAL ORDER			
		<b>AMMUNITION AND ACCESSORIES</b>		TOTAL		
		5.56 MM SHELLS				
		9 MM				
		.38 CAL				
		.40 CAL.				
		.45 CAL.				
		12 GA. OO BUCK				
		12 GA. SLUG				
		12 GA. BEAN BAG				
		GAS KITS (Serial Numbers)				
		GAS GUNS (Serial Numbers)				
		GAS GRENADES				
		TYPE	EXPIRES	TOTAL		
		517 FLAMELESS				
		509 CS INCENDIARY				
		555 CS INCENDIARY				
		T160 OC FLAMELESS				
		GAS PROJECTILES				
		TYPE	EXPIRES	TOTAL		
		37 MM FERRET CS				
		37 MM FERRET OC				
<b>ION CHAMBERS</b>						
SERIAL NUMBER AND LOCATION		GAS MASKS		TOTAL		
		ACME				
		M9A-1				
		M17				
		XM-28				
		MISC. GAS EQUIPMENT		TOTAL		
		GAS VESTS				

  

LIGHTS AND SIGNS	TOTAL	
RED LANTERNS		
WHITE LANTERNS		
AUTO HAND SPOTLIGHTS		
PORTABLE HANDLIGHTS		
RED BLINKER LIGHTS		
FLOOD LIGHTS		
NO PARKING		
NO PARKING LIMITED TIME		
ONE-WAY STREET		
NO RIGHT TURN		
NO LEFT TURN		
KEEP RIGHT		
CLOSED AREA		
<b>TOOLS AND ROPE</b>		TOTAL
SHOVELS		
SPADES		
PICKS		
AXES		
SLEDGE HAMMERS		
BOLT CUTTERS		
CHAIN	(Number of Feet)	
3/8" ROPE	(Number of Feet)	
1/2" ROPE	(Number of Feet)	
5/8" ROPE	(Number of Feet)	
3/4" ROPE	(Number of Feet)	
1" ROPE	(Number of Feet)	
<b>MISC. EMERGENCY EQUIPMENT</b>		TOTAL
BARRICADES		
LADDERS		
BATTERING RAM		
GOGGLES		
GANG CHAINS		
FLEX CUFFS		
UNASSIGNED HELMETS		
RESTRAINING STRAPS		
POWER MEGAPHONES		
RAID JACKETS		

FORM 01.38.00

All Form 01.38.00's reviewed and updated:

Yes ☐ No ☐**HAND HELD RADIOS**

An inventory of all hand-held radios must be conducted and the make, model, frequency, and serial numbers of those radios must be attached to this report and forwarded to Information Technology Division, Radio Planning Section.

Attachment: Yes ☐ No ☐**ADDITIONAL EQUIPMENT**

Include cameras, field glasses, pak fones, tasers, portable power units, radiological monitoring kits, and armored vests (list serial numbers and, if applicable, make of item).

SIGNATURE, EMPLOYEE COMPLETING REPORT

SIGNATURE, DIVISION COMMANDER

Additional information may be attached

Attachment: